

INDIAN AFFAIRS MANUAL

Part: 26
Chapter: 5

Budget
Reprogramming

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5.1 Purpose. This chapter provides guidance on reprogramming procedures.

5.2 Definition. Reprogramming is defined as the reallocation of unobligated funds, within the same appropriation account, from one fiscal year to another or from one program class to another.

5.3 Responsibilities.

A. Chief, Division of Budget, ensures the:

(1) timely preparation of the required reprogramming requests and reports on reprogramming activity; and

(2) entry into FFS of all reprogramming actions between activities, between program classes other than those in Tribal Priority Allocations, or between fiscal years.

B. Area Budget Staff enter into FFS all reprogramming actions within Tribal Priority Allocations within the same fiscal year.

5.4 Reprogrammings which Require Advance Congressional Notification. Thirty days advance notification is to be provided to the Committees on Appropriations as described below:

A. Descriptions.

(1) Reallocations between budget activities, as identified in Congressional reports accompanying the Interior Appropriations bill, that would result in an annual increase or decrease of \$500,000 or 10 percent of the activity total, whichever is lower;

(2) The reallocation of \$500,000 or more from one construction project to another, if such project was identified in the budget justification or in a report issued by the House or Senate Committee on Appropriations.

(3) Any significant departure from programs described in the Bureau's budget justifications.

(4) Any proposed change to a program, project or activity specifically, increased, limited, or denied by the Congress in an Appropriations Act or in a Committee report, regardless of amount.

(5) Any reorganization which would require a change to the Departmental Manual, even without a change in funding.

B. Congressional Guidelines. The Committees on Appropriations have provided the following guidelines for proposed reprogrammings which require advance notification:

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(1) Reprogrammings should only be made when an unforeseen situation arises and then only if postponement of the project or the activity until the next appropriation year would result in actual loss or damage. Mere convenience or desire should not be factors for consideration.

(2) Any project or activity which may be deferred through reprogramming shall not later be accomplished by means of further reprogramming but, instead, funds should again be sought for the deferred project or activity through the regular appropriations process.

(3) Reprogramming proposals submitted to the Committee for prior approval shall be considered approved after 30 calendar days if the Committee has posed no objection. However, the Bureau is expected to extend the approval deadline if specifically requested by either Committee.

5.5 Administrative Reprogrammings. The Bureau may administratively approve reprogrammings among all programs within Tribal Priority Allocations, regardless of amount, and other reprogrammings which do not meet the criteria for requiring advance notification. Reprogramming actions which involve more than one allottee or suballottee must be processed by the Division of Budget as the allotments or suballotments must be adjusted and reissued prior to processing the reprogramming action.

A. Area Directors approve reprogrammings of amounts included in the TPA base budgets, regardless of amount. In those instances where the TPA education funds are suballotted to an education organization, concurrence of the Education Line Officer is necessary prior to approving the reprogramming of education funds.

B. Education Line Officers review requests for reprogramming of education funds within Tribal Priority Allocations which are suballotted to an education organization and submit such requests to the servicing budget staff for processing.

C. Allottees approve reprogramming of those TPA funds which are not included in the base, and administrative reprogrammings in all activities other than TPA.

5.6 Reprogramming Requests are to be submitted in the form shown as Illustration 1.

CENTRAL OFFICE USE ONLY
DATE RECEIVED:
DATE PROCESSED:
CONTROL #:

AREA OFFICE USE ONLY
DATE RECEIVED:
DATE PROCESSED:
CONTROL #:

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
REPROGRAMMING REQUEST

TO: BUREAU OF INDIAN AFFAIRS OR TO: SERVICING BUDGET OFFICE
CHIEF, DIVISION OF BUDGET AREA: _____
1849 C STREET, N.W., WASHINGTON, D.C. 20240 MAIL STOP: _____
MAIL STOP 4616-MIB

1. APPROPRIATION TITLE (check one): ☒ OIP ☐ CONSTRUCTION ☐ OTHER

REPROGRAM FROM		REPROGRAM TO	
2. Fund:	33002	Fund:	36002
3. Program Class:	343	Program Class:	369
4. Program Title:	Lease Compliance	Program Title:	Land Titles & Records
5. Division/Area:	P-- Portland Area Office	Division/Area:	P--Portland Area Office
6. Amount:	\$10,000	Amount:	\$10,000
7 JUSTIFICATION			
<p>Lower than estimated travel costs resulted in savings in lease compliance. There exists a backlog of 2 staff years of work in the LTRO. The reprogramming will allow us to hire one temporary employee for 3 months to assist in backlog reduction.</p>			

8. REQUESTED BY: _____ DATE: _____
TRIBE

8. REQUESTED BY: _____ DATE: _____
AGENCY

8. REQUESTED BY: _____ DATE: _____
EDUCATION LINE OFFICER

8. REQUESTED BY: _____ DATE: _____
DIRECTOR/ C.O. DIVISION CHIEF

9. APPROVED BY: _____ DATE: _____
ALLOTTEE/SUBALLOTTEE

9. APPROVED BY: _____ DATE: _____
ALLOTTEE

Reprogramming Request
Instructions

General: The Reprogramming Request is used to document the reallocation of funds from one program class to another. Area budget staff enter all TPA reprogrammings within the same fiscal year into FFS. All other reprogrammings are processed by the Central Office Division of Budget.

<u>NUMBER & TITLE</u>		<u>INSTRUCTIONS</u>
1	APPROPRIATION TITLE	Check the appropriation account within which the funds are being reprogrammed.
2	FUND	Enter the FFS codes of the funds to be decreased and increased.
3	PROGRAM CLASS	Enter FFS program class codes to be decreased and increased.
4	PROGRAM TITLE	Provide the program class titles to be decreased and increased.
5	DIVISION/AREA	Enter the organization codes from which and to which the funds will be reprogrammed.
6	AMOUNT	Enter the amount to be reprogrammed.
7	JUSTIFICATION	Provide reasons why the reprogramming is necessary and the impact upon the decreased program.
8	REQUESTED BY	The individual(s) proposing the reprogramming sign and date on the appropriate line(s).
9	APPROVED BY	Reprogrammings within Tribal Priority Allocations are approved at the Area level. All other reprogrammings are approved by the appropriate allottee(s).